



	A	B	C
1		SOURCE	COUNTING RULE
2	A. ADMINISTRATION	Title	
3	Budget Allotment	Title	
4	Allotment	Division Reported	Use the latest Budget Change Document, total General Fund column, total of Program line. This pertains to funds for Program 25.
5	Surplus/Deficit	Division Reported	Use the latest Monthly Budget Plan, Net General Fund line. For example, if the reporting period is June 2006 the information from the May 2006 Monthly Budget Plan would be used to complete this section.
6	Accounting	Title	
7	Travel Expenditures	Division Reported	Enter the dollar amount of travel expenditures incurred for the reporting period.
8	Personnel	Title	
9	Budgeted Positions	Division Reported	Data is received the first week of the month for the previous month's data.
10	Filled Budgeted Positions	Division Reported	Data is received the first week of the month for the previous month's data.
11	920 Blanket	Division Reported	Data is received the first week of the month for the previous month's data. The staff in the 920 Blanket are included in the total number of staff for vacancy reporting purposes. 920 Blanket refers to those staff on Long Term Sick status.
12	918 Blanket	Division Reported	Data is received the first week of the month for the previous month's data. The staff in the 918 Blanket are included in the total number of staff for vacancy reporting purposes. 918 Blanket refers to those staff who are being paid when there is not an authorizing position.
13	902 Blanket	Division Reported	Display Purpose Only - (Not factored into formula). Data is received the first week of the month for the previous month's data. 902 Blanket refers to those staff who are being paid as temporary employees.
14	916 Blanket	Division Reported	Display Purpose Only - (Not factored into formula). Data is received the first week of the month for the previous month's data. 916 Blanket refers to retired annuitant staff.
15	Number of "Other" Type of Leave	Division Reported	Display Purpose Only - (Not factored into formula). Other off pay status employees in established positions. Examples include Long Term Sick employees still in their budgeted position numbers and employees out on Military Leave still in their budgeted position numbers, etc. This information will be reported by Personnel, Personnel Assignment or the Budget Analyst.
16	Vacancy Total	Formula Driven Line	Budgeted Positions - [minus] (Filled Budgeted Positions + [plus] 920 & 918 Blanket Positions) = Vacancy Total
17	Vacancy Rate %	Formula Driven Line	Enter the 'Total number of Vacancies divided by the 'total ' number of Budgeted Positions = Vacancy Rate Percentage
18	Overtime	Title	
19	Total Dollars	Division Reported	Enter the total dollars reported for overtime during the reporting period.
20	Total Hours	Division Reported	Enter the total hours reported for overtime during the reporting period.
21	Number of Staff Who Worked	Division Reported	Enter the total number of staff who worked overtime during the reporting period.
22	Average Hours Per Staff	Formula Driven Line	Formula: "Total Number Hours" ÷ "Total of All Personnel in Filled Positions" = Average Hours per Staff
23	Training	Title	Total Number Hours ÷ "Total of All Personnel in Filled Positions" = Average Hours per Staff
24	Allotment	Division Reported	Use the latest Budget Change Document for the current Fiscal Year's training allotment.
25	Training Requests Planned	Division Reported	Enter the number of staff enrolled to attend training. The data represents the total for the previous calendar month.
26	Total Training Hours Provided	Division Reported	Enter the total number of hours scheduled for training during the previous calendar month.
27	Training Requests Processed	Division Reported	This is the number of staff who actually attended and completed training during the previous calendar month.
28	Total Expenditures	Division Reported	Enter the dollar amount of training expenditures incurred for the reporting period for the previous month.
29	Training Balance	Division Reported	Enter the dollar amount currently available from allocated training funds. The data represents available funds after the previous calendar month's usage.



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30	Sick Leave	Title	
	Total Hours	Division Reported	Enter the total hours reported for overtime during the reporting period.
31	Average Hours per Staff	Formula Driven Line	Formula: "Total Number Hours" ÷ "Total of All Personnel in Filled Positions" = Average Hours per Staff
32	In-Lieu of Sick Leave	Title	
33	Total Hours	Division Reported	Enter the total hours reported for overtime during the reporting period.
34	Average Hours per Staff	Formula Driven Line	Formula: Total Sick Leave ÷ "Total of All Personnel in Filled Positions" = Average Hours Per Staff
35	Workers' Compensation	Title	
36	Total Number of Staff Off Work due to Accepted and Pending Claims.	Division Reported	Enter the number of staff off work due to an approved or pending workers' compensation claim. Enter the data as a point-in-time number as of the last working day of each reporting period.
37	Pending Claims	Division Reported	Enter the number of work related compensation claims that are pending during the reporting period. Enter the data as a point-in-time number as of the last working day of each reporting period.
38	New Claims	Division Reported	Enter the number of work related compensation claims that were initiated during the reporting period. Enter the data as a point-in-time number as of the last working day of each reporting period.
39	Closed Claims	Division Reported	Enter the number of work related compensation claims that were closed during the reporting period. Enter the data as a point-in-time number as of the last working day of each reporting period.
40	NDI	Title	
41	Total Number of Staff Off Work due to Non-Work Related Illness/Injuries.	Division Reported	Enter the number of staff off work due to a non-work related illness or injury. This includes rejected workers' compensation claims. Enter the data as a point-in-time as of the last working day of each reporting period.
42	FMLA	Title	
43	Total Number of Staff Off Work due to Non-Work Related Illness/Injuries.	Division Reported	Enter the number of staff off work due to a non-work related illness or injury. This includes rejected workers' compensation claims. Enter the data as a point-in-time as of the last working day of each reporting period.
44	Employee Grievances and Staff Complaints	Title	
45	Total	Formula Driven Line	Formula: Sum of: "Health & Safety" + "Conditions of Work" + "E.E.O." = Total Employee Grievances and Staff Complaints
46	Health & Safety	Division Reported	This is the total number of formal health and safety grievances and staff complaints that were filed during the preceding calendar month. The source of this data is through a Grievance Log and/or an Officer/Analyst/Representative in the institution's Labor Relations Office.
47	Conditions of Work	Division Reported	This is the total number of formal conditions of work and staff complaints that were filed during the preceding calendar month. The source of this data is through a Grievance Log and/or an Officer/Analyst/Representative in the institution's Labor Relations Office.
48	E.E.O	Division Reported	This is the total number of EEO complaints that were filed during the preceding calendar month. The source of this data is through an EEO Log and/or the institutional EEO Coordinator/Representative.
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1		SOURCE	COUNTING RULE
50	Staff Investigations	Title	This section excludes Medical Staff investigations.
51	Total Central Intake Requests	Division Reported	Enter the number of Central Intake Requests submitted during the reporting period.
52	Central Intake Requests Accepted	Division Reported	Enter the number of Central Intake Requests accepted during the reporting period.
53	Central Intake Requests Rejected	Division Reported	Enter the number of Central Intake Requests rejected and returned during the reporting period. This is a point in time count as of the last day of the reporting period.
54	Central Intake Requests Approved for Direct Action	Division Reported	Enter the number of Central Intake Requests approved for Direct Action during the reporting period. This is a point in time count as of the last day of the reporting period.
55	Total Direct Action Requests Submitted	Division Reported	Enter the number of Direct Action Requests submitted during the reporting period. This is a point in time count as of the last day of the reporting period.
56	Total Direct Action Requests Accepted	Division Reported	Enter the number of Direct Action Requests accepted during the reporting period. This is a point in time count as of the last day of the reporting period.
57	Total Direct Action Requests Rejected	Division Reported	Enter the number of Direct Action Requests rejected and returned during the reporting period. This is a point in time count as of the last day of the reporting period.
58	Number of Open Investigations	Division Reported	Enter the total number of open investigations during the reporting period. This is a point-in-time count as of the last day of the reporting period.
59	Number of Closed Investigations	Division Reported	Enter the total number of investigations closed during the reporting period. This is a point-in-time count as of the last day of the reporting period.
60	Investigations Exceeding 180 Calendar Days	Division Reported	Enter the total number of investigations that have exceeded 180 calendar days.
61	Investigations Exceeding the Statute of Limitations	Division Reported	Enter the total number of investigation that have exceeded the statute of limitations.
62	Adverse Actions	Title	
63	Total	Division Reported	Enter the total number of adverse actions initiated during the reporting period.
64	Dismissals	Division Reported	Enter the total number of dismissals issued during the reporting period.
65	Rejection on Probation	Division Reported	Please provide the number of staff rejections on probation during the reported period.